



UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 12410.3A
201

APR 03 1997

COMBAT CENTER ORDER 12410.3A

From: Commanding General
To: Distribution List

Subj: INDIVIDUAL EMPLOYEE TRAINING PLAN

Ref: (a) CCO 12410.1A

Encl: (1) Employee-Individual Development Plan (IDP)
(2) Supervisory-Individual Development Plan (IDP)

1. Purpose. To provide procedural instructions on the development of Combat Center Civil Service Employees.

2. Cancellation. CCO 12410.3.

3. Background

a. Guidance on the purpose and intent of the employee development program is provided in the reference. In accordance with that Order, training should be provided to assist in the following significant areas:

- (1) Accomplishment of the mission of the activity.
- (2) Development of employees to their maximum potential.

b. In order to effectively implement and conduct the Combat Center's Employee Development Program, it is necessary to determine:

- (1) Training needed to meet the Combat Center's mission
- (2) Training needed to develop employees to their maximum potential, and
- (3) Training needed to assist employees to perform their current duties in a fully satisfactory manner.

c. Enclosure (1) will be used to determine the training necessary to meet these goals. Input begins with the individual employee, is reviewed and approved/revised by the supervisor, and reviewed by the Employee Development Administrator for regulatory compliance. The results will be used to develop the Annual Training Plan.

d. In order to maximize the accuracy of the training plan, both for the individual employee, and for the organization, enclosure (1) should be initiated in conjunction with the annual performance appraisal system.

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3. Responsibility

a. Employees are responsible for keeping their supervisors advised of desired/required training by completing the employee's section of enclosure (1). Information on the availability of training is available either from the supervisor or from the Employee Development Section.

b. Supervisors are responsible for evaluating the employee's input and determining the priority order for accomplishment of planned training. Supervisors are also responsible for determining other training required, and adding this to the supervisor's section of enclosure (1).

c. The Employee Development Administrator is responsible for reviewing the Individual Employee Training Plan, determining the authority to conduct the training under regulatory guidance, and for compiling the individual plans into an Activity Training Plan.

4. Action

a. Employees. Complete a copy of enclosure (1) and provide it to the immediate supervisor no later than 28 February each year.

b. Supervisors. Complete the supervisors portion of the employee's Individual Employee Training Plan, and forward to the Employee Development Administrator, at Human Resources Office, in accordance with individual chains of command. Completed plans must be received no later than 31 March each year.

c. Employee Development Administrator. Review input for regulatory compliance, and compile the results into the annual Training Plan.

5. Applicability. This Order is applicable to all Combat Center Units employing Civil Service personnel who are serviced by the Human Resources Office.


J. A. KEENAN
Chief of Staff

DISTRIBUTION: A-1

EMPLOYEE - INDIVIDUAL DEVELOPMENT PLAN (IDP)

Employee's Name:		Current Position/Grade:						
Organization:		Developmental Exercises Needed for (check one)						
Point of Contact/Phone #:		<input type="checkbox"/> More effective performance in present or future position <input type="checkbox"/> No further career development desired/needed at the present time.						
Developmental Objectives And Goals								
Short Term (Forthcoming Year)		Long Term (Following Three Years)						
Method of Accomplishment		No. Hours	Sch. Date	Tuition	Per Diem	Travel	Other	Comp. Date
• Prevention of Sexual Harassment		2	FY 9X	\$0.00	\$0.00	\$0.00	\$0.00	

Employee's Signature _____ Date: _____ Supervisor's Signature _____ Date: _____

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SUPERVISORY - INDIVIDUAL DEVELOPMENT PLAN (IDP)

Employee's Name:		Current Position/Grade:						
Organization:		Developmental Exercises Needed for (check one) <input type="checkbox"/> More effective performance in present or future position <input type="checkbox"/> No further career development desired/needed at the present time.						
Point of Contact/Phone #:								
Developmental Objectives And Goals								
Short Term (Forthcoming Year)		Long Term (Following Three Years)						
• Meet supervisory probationary requirements. • Probationary period from _____ to _____.								
Method of Accomplishment		No. Hours	Sch. Date	Tuition	Per Diem	Travel	Other	Comp. Date
• Basic Supervision • Human Resources Management for Supv. • Federal Employees Compensation Act (FECA) • Safety Training for Supervisors • EEO/Prevention of Sexual Harassment • Alternative Performance Appraisal Sys (APAS) • APAS Problem Solving • Leave Administration for Supervisors		16 8 2 8 4 2 2 2		\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	

Employee's Signature: _____

Date: _____

Supervisor's Signature _____

Date: _____